

**INSTRUCTIONS FOR
APPLICATION FOR CHILD DEVELOPMENT HOME REGISTRATION**

Iowa's child development homes are divided into three categories. The category that you qualify for is determined by your age, experience in child care, and child care education. Please determine which category you wish to apply for, then go through that column and check the boxes that apply to you. **All boxes in the column must be checked for you to qualify for that category.**

Child Development Home Category A	Child Development Home Category B	Child Development Home Category C
<input type="checkbox"/> at least 18 years old	<input type="checkbox"/> at least 20 years old	<input type="checkbox"/> at least 21 years old
<input type="checkbox"/> 3 letters of reference	<input type="checkbox"/> High school diploma or GED*	<input type="checkbox"/> High school diploma or GED*
	<input type="checkbox"/> 2 years of experience as child care home provider OR CDA or 2 or 4 year degree in child care related field and 1 year of experience as a child care home provider*	<input type="checkbox"/> 5 years experience as a child care home provider OR CDA or 2 or 4 year degree in a child care related field and 4 years of experience as a child care home provider*
	<input type="checkbox"/> 35 square feet per child indoors	<input type="checkbox"/> 35 square feet per child indoors
	<input type="checkbox"/> 50 square feet per child outdoors	<input type="checkbox"/> 50 square feet per child outdoors
	<input type="checkbox"/> quiet area for sick children	<input type="checkbox"/> quiet area for sick children
<input type="checkbox"/> fire extinguisher	<input type="checkbox"/> fire extinguisher	<input type="checkbox"/> fire extinguisher
<input type="checkbox"/> smoke detectors	<input type="checkbox"/> smoke detectors	<input type="checkbox"/> smoke detectors
	<input type="checkbox"/> two direct exits	<input type="checkbox"/> two direct exits

*Documentation must be attached for the following items:

High school diploma/GED:

- ◆ Either a copy of your high school diploma or GED or a letter from the school verifying that you received the diploma/GED.

Experience as a child care home provider (attach at least one of the following):

- ◆ Iowa Child Care Home registration provider number _____
- ◆ Tax returns listing your employment as child care provider.
- ◆ Insurance policy listing your employment as child care provider.

CDA or 2 or 4 year degree:

- ◆ Copy of CDA or college diploma or letter from the school verifying you received the CDA/diploma.

Specific Instructions for Completing the Application Form

1. At the top of the application form there are three different squares.
 - ◆ If this is a new application put an X in the “new” square.
 - ◆ If you are renewing your application, put an X in the “renewal” square.
 - ◆ If you have a change of address, a change of name, or a change in your household members after you have received a *Certificate of Registration*, put an x in the “change” square.
2. Check **one** category for which you are requesting registration.
3. Print your name (and maiden name, if any) and address on the lines indicated. Your name and address will appear on the *Certificate of Registration* as you have entered it on the application form.
4. Enter your birth date, social security number, telephone number with area code, and the name of your county on the lines indicated on the application form.
5. Add the names of other adults and children living in the home, birth dates and social security numbers. If more space is needed, use a separate sheet of paper and attach it to the application.
6. Read the five statements on page 1 carefully. Your signature on this application form is your agreement to comply with all requirements.
7. To complete the application, you must sign on the line indicated for your signature, and enter the date of your application. The *Certificate of Registration* will be effective the first day of the month in which the application was received at the local DHS office. The *Certificate of Registration* will show an expiration date 24 months after the effective date.
8. Keep the copy of the application for your records. Mail the original to your local DHS office.

The Department of Human Services will review your completed application and complete the criminal records check and Child Abuse Registry check. If all information is acceptable, a *Certificate of Registration* will be mailed to you. The DHS local office will see that your name is entered on the statewide listing of registered child development homes. The local office maintains a file of registered child development homes as a service to the community.

Registrations are valid for two years. You must reapply for a renewal of your registration. The DHS registration worker will send you a renewal packet before your date of expiration.

APPLICATION FOR CHILD DEVELOPMENT HOME REGISTRATIONCheck one: ☐ New ☐ Renewal ☐ Change

I request registration for (check one): ☐ Child Development Home Category A
 ☐ Child Development Home Category B
 ☐ Child Development Home Category C

Last	First	Middle	Birth Date
Maiden Name, if any			Social Security Number
Street Address			Telephone Number ()
City and State		Zip Code	County
e-mail Address			

Add below the names of other adults and children living in the home. If more space is needed, please use a separate sheet of paper and attach it to the application.

Print Full Name	Birth Date	Social Security Number

1. I will comply with the minimum requirements for a child development home found in 441 Iowa Administrative Code, Chapter 110 in accordance with Iowa Code section 237A.4.
2. I understand the Department of Human Services will make necessary inspections of the facility in order to determine our conformity to these minimum requirements.
3. I certify that any information I give is and will be true and correct to the best of my knowledge. Further, I am aware that if I make a false report to the Department of Human Services regarding the operation of my child development home, the *Certificate of Registration* may be revoked.
4. I understand that, subject to the provisions of Iowa Code section 237A, the Central Abuse Registry and the Department of Public Safety will check on all members of my household for all new applications and may recheck for re-applications.
5. I will inform the Department of Human Services of any changes in household composition within 10 days.

Signature of Applicant	Date
Signature of Co-Applicant (for Child Development Home Category C, if applicable)	Date

White: County Office

Yellow: Applicant

APPEAL RIGHTS

If you disagree with any action or failure to act in regard to this notice, you have the right to appeal:

1. Any adverse action or failure to act with regard to your application for a day care home registration; or
2. Any adverse action or failure to act with regard to the registration you now hold. Your appeal rights and procedures for hearings are explained in 441 Iowa Administrative Code, Chapter 7.

How to Appeal. You must appeal in writing. Send or take your appeal to the Department of Human Services (DHS) in your county. There is no fee or charge for an appeal. Your DHS office will help you file an appeal if you ask them.

Time Limits. To get a hearing **you must file your appeal within 30 calendar days** or before the effective date of the notice, whichever is longer. When the appeal is later than this but less than 90 calendar days after the date of notice, the Director of DHS must approve whether a hearing will be held, based on a good cause for late filing. If the appeal is filed more than 90 calendar days from the date of notice, there will be no hearing.

Granting a Hearing. DHS will determine whether or not an appeal may be granted a hearing. If a hearing is granted, you will be notified of the time and place. If a hearing is not granted, you will be notified in writing of the reason and the procedures for challenging that decision.

Presenting Your Case. If a hearing is granted to your appeal, you may present your own appeal or have someone else, like a relative or friend, present it for you at the hearing. If you wish, you may be represented by an attorney, but the Department cannot pay the attorney. Your county office has information about legal services based on ability to pay that may be available to you. You may also phone Legal Services Corporation of Iowa at 1-800-532-1275. If you live in Polk County, phone 243-1193.

IOWA CODE CHAPTER 237A

A person may not receive a Certificate of Registration if that person, a staff assistant, or any person living in the same house has a criminal conviction or a founded child abuse report that does not merit employment or registration, as determined by the Department of Human Services.

POLICY ON NONDISCRIMINATION

We will consider this application without regard to race, color, national origin, sex, age, religion, creed, political belief or mental or physical disability. If you feel you may have been discriminated against for any of the reasons stated above, you may file a complaint with the Iowa Department of Human Services by completing a Discrimination Complaint form. The form may be obtained from any of the Department's offices, or the Department's Diversity Programs Unit can give you a form. You may also file a complaint with the Iowa Civil Rights Commission (if you feel you were discriminated against **because of** your race, creed, color, national origin, sex, religion, or disability).

Iowa Department of Human Services
Diversity Programs Unit 1st Fl
1305 E Walnut
Des Moines IA 50319-0114

Iowa Civil Rights Commission
211 E Maple St 2nd Fl
Des Moines IA 50309-1858

Department of Human Services

CHECKLIST FOR CHILD DEVELOPMENT HOME REGISTRATION

Name	Telephone Number	Date of Inspection	
Street Address	City	State	Zip Code

Date of initial registration _____ Date of registration at current category _____

The following are requirements contained in Code of Iowa, Chapter 237A or 441 Iowa Administrative Code, Chapter 110 that must be met by a registered child development home. For each requirement, check the “yes” box if the home meets the requirements, or the “no” box if the home does not meet the requirement. If the answer is no, complete the comment column with a few words describing where the deficiency was found, how many ‘items’ were missing (such as children’s files, immunization cards, etc.) or what the problem was. If a requirement does not apply to this particular home, enter NA for ‘not applicable’ in the “yes” box.

SECTION 1.

YES	NO	REF.#	RULE	COMMENT
			FOR ALL CATEGORIES, A PROVIDER’S OWN INFANTS AND PRESCHOOLERS ARE COUNTED. A PROVIDER’S OWN SCHOOL-AGE CHILDREN ARE NOT COUNTED. RELATIVE’S CHILDREN ARE COUNTED, REGARDLESS OF AGE.	
For child development homes Category A complete Sections 1 and 2. For child development homes Category B complete Sections 1 and 3. For child development homes Category C complete Sections 1 and 4.				
		110.4	No more children are in care than the rules for the specific category will allow.	
		110.5(1)	Conditions in the home are safe, sanitary, and free of hazards.	
		a	Has a non-pay working telephone. A cell phone cannot be the primary phone.	
			Numbers for police, fire, ambulance, poison information posted by phone.	
			Numbers for each child’s parent, physician, and a responsible person are accessible by the phone.	
		b	All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.	
		c	First-aid supplies are available, both in the home and in any vehicle used to transport children in care.	

		d	Medicines are given only with written authorization from the doctor or parent.	
			Prescribed medicines are accompanied by doctor's or pharmacist's direction.	
			All medicines are in original containers.	
			Medicines are stored properly including refrigeration in a separate covered container.	
			Medicines are inaccessible to children.	
		e	All accessible electrical outlets are safely capped.	
			All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.	
		f	Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.	
		g	Safety barriers are at stairways and doors as needed.	
		h	A safe outdoor play area is maintained in good condition.	
			Is fenced off when located on a busy thoroughfare or near a hazard.	
			Has both sunshine and shade areas.	
			Is kept free from litter, rubbish and flammable materials.	
			Is free from contamination by drainage or ponding of sewage, household waste, or storm water.	
		i	An annual laboratory analysis shows satisfactory bacteriological quality <u>if</u> a private water supply is used.	
			<u>If</u> water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided.	
		j	Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.	
			The plans include a diagram and an outside meeting place in case of fire, and a safe place indoors in case of tornado.	
		k	Fire and tornado drills are practiced monthly and documentation kept.	
		l	A safety barrier surrounds any heating stove or heating element.	

		m	1. Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.	
		n	2. Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.	
			Each smoke detector has been installed according to manufacturer's recommendations.	
			Each smoke detector is tested monthly, and a record is kept for inspection purposes.	
		o	Smoking and the use of tobacco products is prohibited in areas used by children in the home, in the outdoor play area, and in any vehicle used to transport children. This prohibition applies only to the homes hour's of operation.	
		p	Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.	
		q	Providers inform parents of the presence of any pet in the child development home.	
			All dogs and cats have annual examinations and records of the exams are on file.	
			Pet birds are purchased from an approved dealer. Children are not allowed to handle pet birds.	
			Aquariums are well maintained and installed so that children cannot get in the water or pull over the tank.	
			All animal waste is immediately removed from the children's areas and properly disposed of.	
			No animals are allowed in food preparation, storage or serving areas during food preparation and serving times.	
		r	In-ground and above-ground pools are either enclosed with a fence that is at least four feet high, or covered by a cover that meets ASTM standards whenever it is not in use.	

		s	If children use above-ground or in-ground swimming pools:	
			Written permission from the parents is on file.	
			Equipment needed to rescue a child or adult is accessible.	
			The provider accompanies and directly supervises the children during swimming activities.	
			The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.	
			Wading pools are drained daily and are inaccessible to children when not in use.	
		t	Within 12 months of registration or renewal of registration, private sewer or waste water has been tested for efficient functioning and improper leakage.	
		u	The provider has written policies about caring for mildly ill children.	
		v	The provider has written policies about responding to health-related emergencies.	
		w	Injury report forms are maintained for any injury requiring first aid or medical care. The forms are shared with parents and copies are in the child's file.	
		110.5(2)	A provider file is maintained and contains:	
		a	A physician's signed statement of health on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.	
		b	Certificates or training verification documentation for:	
			Within the first three months of registration:	
			Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter).	
			Certification in infant and child first-aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.	

			During the first year of registration – 12 hours of training. Two of the twelve hours must be health and safety training.	
			During the second year of registration and each succeeding year, twelve hours of training. If the provider has documentation of completing the ChildNet series, these hours may be used to fulfill two year's training requirements.	
		c	An individual file is maintained for each staff assistant and contains:	
			A completed <i>DHS Criminal History Record Check</i> , form B, 595-1396.	
			A completed <i>Request for Child Abuse Information</i> , form 470-0643.	
			A physician's signed statement of health at the time of employment and at least every two years thereafter.	
			Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.	
		d	An individual file is maintained for each substitute and contains:	
			A completed <i>DHS Criminal History Record Check</i> , form B, 595-1396.	
			A completed <i>Request for Child Abuse Information</i> , form 470-0643.	
			A physician's signed statement of health at the time of employment and at least every two years thereafter.	
			Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.	
			Certification in infant and child first-aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.	
		110.5(3)	Activity program.	
			Program promotes self-esteem and exploration.	
		a	Includes active play.	
		b	Includes quiet play.	

		c	Includes activities for large muscle development, such as running, climbing, riding toys, etc.	
		d	Includes activities for small muscle development, such as coloring, puzzles, fingerplays, play dough, etc.	
		e	All play equipment and materials are in a safe condition, for both indoor and outdoor activities.	
			All activities are developmentally appropriate for the ages of the children present.	
			All equipment and materials are adequate for the number of children present.	
		110.5(4)	The certificate of registration is displayed in a conspicuous place.	
		110.5(5)	Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.	
		110.5(6)	Discipline.	
		a	Corporal punishment including spanking, shaking and slapping is not used.	
		b	No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.	
		c	No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.	
		d	No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.	
			No punishment or threat of punishment is associated with food or rest.	
		e	Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.	
		110.5(7)	Meals: Regular meals, midmorning snacks and mid-afternoon snacks are well-balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.	
			Children may bring food to the child care home, but are not required to provide their own food.	

		110.5(8)	Children's files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:	
		a	Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.	
		b	Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.	
		c	A signed medical consent from the parent authorizing emergency treatment.	
		d	For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.	
			For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.	
		e	For infants and preschoolers: A statement of health signed by a physician submitted annually.	
			For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.	
		f	A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.	
		g	A signed and dated immunization certificate provided by the state department of public health.	
		h	For each school-age child, record of a physical exam completed at the time of school enrollment or since.	

		i	Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.	
		j	Injury report forms to document injuries requiring first aid or medical care.	
		110.5(9)	The provider meets the following requirements:	
		a	Gives careful supervision at all times.	
		b	Frequently exchanges information with the parent of each child to enhance the quality of care.	
		c	Gives consistent, dependable care.	
			Is capable of handling emergencies.	
		d	Is present at all times, except if emergencies occur or an absence is planned.	
			If absence is planned, care is provided by a DHS-approved substitute.	
			If absence is planned, the parents are given at least 24 hours prior notice.	
		110.5(10)	Substitutes	
		a	All standards regarding supervision and care of children apply to substitutes.	
		b	Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.	
		c	The substitute must be 18 years of age or older.	
		d	Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.	
		e	The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.	

SECTION 2.

		110.8(1)	SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY “A”	
		a	Not more than six preschool children present at any one time including infants.	
			Of these six children, not more than four children who are 24 months of age or younger are present at any one time.	
			Of the four children under 24 months of age, no more than three may be 18 months of age or younger.	
			Not more than two additional school-age children for less than two hours at any one time.	
			Not more than eight children present when the emergency school closing exception is in effect.	
		110.8(2)	Provider is at least 18 years old.	
			Has three written references which attest to character and ability to provide child care.	

SECTION 3.

		110.9(1)	SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY “B”	
		a	Not more than six preschool children present at any one time including infants.	
		b	Of these six children, not more than four children who are 24 months of age or younger are present at any one time.	
			Of the four children under 24 months of age, no more than three may be 18 months of age or younger.	
		c	Not more than four additional school-age children.	
		d	Not more than two children who are receiving care on a part-time basis at any one time.	
		e	Not more than 12 children present when the emergency school closing exception is in effect.	

		f	When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.	
		110.9(2)	Provider qualifications:	
		a	The provider is at least 20 years old.	
		b	Has a high school diploma or GED.	
		c	Meets one of the following:	
			a – Has two years of experience working directly with children in child care.	
			c – Has a child development associate credential or any two-or four-year degree in a child related field and one year of experience working directly with children in child care.	
		110.9(3)	Facility requirements	
		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
			There is a minimum of 50 square feet outdoors per child in care.	
		b	There is a separate quiet area for sick children.	
		c	If the second story or basement are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. All exits terminate at grade level with permanent steps.	
			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
			The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.	
			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
			Child care is not provided above the second floor.	

SECTION 4.

		110.10(1)	SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY “C”	
		a	Not more than 12 preschool children present at any one time, including infants.	
		b	Of these 12 children, not more than four children under the age of 24 months are present at any one time.	
		c	Not more than two additional school-age children present for less than two hours at any one time.	
		d	Not more than two additional children who are receiving care on a part-time basis.	
		e	Not more than sixteen children present when the emergency school closing exception is in effect.	
			If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.	
		f	Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.	
		110.10(2)	Both providers must meet the following requirements:	
		a	At least 21 years old.	
		b	Has a high school diploma or GED.	
		c	Meets one of the following:	
			Has five years of experience working directly with children in child care.	
			Has a child development associate degree or any two- or four-year degree in a child related field and four years of experience working directly with children in child care.	
		110.10(3)	Facility requirements:	
		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
			There is a minimum of 50 square feet outdoors for each child in care.	

		b	There is a separate quiet area for sick children.	
		c	Has a minimum of two direct exits to the outside from the main floor.	
			If the second story or basement are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. All exits terminate at grade level with permanent steps.	
			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
			The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.	
			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
			Child care is not provided above the second floor.	

Signature of person completing form	Agency	Date
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Signature of provider	Co-Provider (Child Development Home C only)	Date
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REQUEST FOR CHILD ABUSE INFORMATION

Persons or agencies with authorized access to child abuse information must use this form to request information about a registered child abuse report. Complete a separate form for each family or individual.

SECTION I: To be completed by the person or agency requesting the information.

Requester: Last		First	or Agency Name		Telephone Number ()	
Street			City		State	Zip Code
Relationship to the persons listed in Section II or III:						
I have read and understand the legal provisions for handling child abuse information which are printed on the back of this form. I understand that this request will not be approved unless I have authorized access.						
Signature of Requester				Date		

Complete Section II if the purpose of this record check is employment, licensing or registration, or payment approval.

SECTION II: List the name and address of the person whose record is being checked.

Last	First	Middle	Birth Date		Social Security Number	
Street		City	County	State	Zip Code	
List maiden name, any previous married names, and any alias:						

Complete Section III if the request is for a copy of the written summary of the abuse investigation or assessment.

SECTION III: Request for written summary.

Parent's Name(s): Last		First	Middle	County	Birth Date	Social Security Number
Street		City	County	State	Zip Code	
List maiden name, any previous married names, and any alias:						
Children's Name(s) (Attach additional pages if necessary):						
Last	First	Middle	County	Birth Date	Social Security Number	

SECTION IV: Registry or designee decision.

- ☐ This request for information is approved.
- ☐ This request for information is denied because:

Signature	Date
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LEGAL PROVISIONS FOR HANDLING CHILD ABUSE INFORMATION

Redissemination of Child Abuse Information (Iowa Code 235A.17)

A person, agency, or other recipient of child abuse information shall not re-disseminate (release) this information, except that re-dissemination is permitted when ALL of the following conditions apply:

- ◆ The re-dissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be re-disseminated would have independent access to the same information under Iowa Code Section 235A.15.
- ◆ A written record is made of the re-dissemination, including the name of the recipient and the date and purpose of the re-dissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the re-dissemination.

Criminal Penalties (Iowa Code 235A.21)

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child abuse information under false pretense, or
- ◆ Willfully communicates or seeks to communicate child abuse information to any agency or person except in accordance with Iowa Code Sections 235A.15 and 235A.17, or
- ◆ Is connected with any research authorized pursuant to Iowa Code Section 235A.15 and willfully falsifies child abuse information or any records relating to child abuse.

Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or both fine and imprisonment.

Any person who knowingly, but with criminal purposes, communicates or seeks to communicate child abuse information except in accordance with Iowa Code Sections 235A.15 and 235A.17 shall for each such offense be fined not more than \$100 or be imprisoned not more than ten days.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapter 235A shall be grounds for the immediate withdrawal of any authorized access that person might otherwise have to child abuse information.

REQUESTS FOR CORRECTION OR EXPUNGEMENT OF A CHILD ABUSE REPORT

To request an administrative appeal hearing of a child abuse report, please submit a request in writing to: Department of Human Services, Appeals Section, 5th Fl, 1305 E Walnut St, Des Moines, Iowa 50319-0114. You will be notified in writing acknowledging receipt of your request; time, date, and place of your hearing; and any decisions regarding your request. If you disagree with this decision, the written notice will explain how you may request an administrative hearing about the report and its conclusions. Iowa Code Section 235A.19

RECORD CHECK DECISION

It is the decision of the Department of Human Services that the record of:

- ☐ convictions for crimes
 ☐ found child abuse reports
☐ other, specify:

for: (Name)

(Address)

- ☐ does
 ☐ does not merit prohibition of

Decision Summary:

Staff Signature

Staff Signature

Staff Signature

Title

Title

Title

Date

Date

Date

Summarization of Evaluation Information

In the space provided, summarize the evaluation of the record checks for each of the criteria below:

1. Number of crimes, founded child abuses or transgressions committed.
2. Nature and seriousness of the criminal conviction, founded child abuse report or transgression in relation to the position sought.
3. Time elapsed since the commission of the crime, founded child abuse or transgression.
4. Circumstances under which the crime, founded child abuse or transgressions were committed.
5. Degree of rehabilitation.

**NOTICE OF DECISION:
SERVICES**

County	Date
Case #	Effective Date

ACTION

- ☐ Approval
☐ Denial
☐ Review
☐ Change in Service
☐ Reduction
☐ Cancellation

EXPLANATION OF ACTION

Manual or Rule References:

Fees: You will be responsible for paying for part of service. The fee will be per . You should make arrangements to pay this directly to .

CONFERENCE

If you do not agree with the decision, you may discuss the decision and your situation with the agency staff, obtain an explanation of the action and present information to show that the action is incorrect. This conference does not in any way diminish your right to a hearing described on the back of this page. You may speak for yourself or be represented by legal counsel, a friend, or other person. If you have trouble understanding this notice, you may call **Iowa Legal Aid** at 1-800-532-1275. If you live in Polk County, call 243-1193.

REAPPLICATION

If your application has been denied or your assistance has been canceled, you have the right to reapply at any time.

Worker's Signature	Telephone Number
Office Address	

You Have the Right to Appeal

What is an appeal?

An **appeal** is asking for a hearing because you do not like a decision the Department of Human Services (DHS) makes. You have the right to file an appeal if you disagree with a decision. You do not have to pay to file an appeal. [441 Iowa Administrative Code Chapter 7].

How do I appeal?

Filing an appeal is easy. You must appeal in writing for all programs, except for Food Assistance. You can appeal in person, by telephone or in writing for Food Assistance. To appeal in writing, do **one** of the following:

- Complete an appeal electronically at <https://dhssecure.dhs.state.ia.us/forms/>, **or**
- Write a letter telling us why you think a decision is wrong, **or**
- Fill out an Appeal and Request for Hearing form. You can get this form at your county DHS office.

Send or take your appeal to the Department of Human Services, Appeals Section, 5th Floor, 1305 E Walnut Street, Des Moines, Iowa 50319-0114. If you need help filing an appeal, ask your county DHS office.

How long do I have to appeal?

For Food Assistance, you have 90 calendar days to file an appeal from the date of a decision. For all other programs, you must file an appeal:

- Within 30 calendar days of the date of a decision or
- Before the date a decision goes into effect

If you file an appeal more than 30 but less than 90 calendar days from the date of a decision, you must tell us why your appeal is late. If you have a good reason for filing your appeal late, we will decide if you can get a hearing.

If you file an appeal 90 days after the date of a decision, we cannot give you a hearing.

Can I continue to get benefits when my appeal is pending?

You may keep your benefits until an appeal is final or through the end of your certification period if you file an appeal:

- Within 10 calendar days of the date of a decision or
- Before the date a decision goes into effect

Any benefits you get while your appeal is being decided may have to be paid back if the Department's action is correct.

How will I know if I get a hearing?

You will get a hearing notice that tells you the date and time a telephone hearing is scheduled. You will get a letter telling you if you do not get a hearing. This letter will tell you why you did not get a hearing. It will also explain what you can do if you disagree with the decision to not give you a hearing.

Can I have someone else help me in the hearing?

You or someone else, such as a friend or relative can tell why you disagree with the Department's decision. You may also have a lawyer help you, but the Department will not pay for one. Your county DHS office can give you information about legal services. The cost of legal services will be based on your income. You may also call Iowa Legal Aid at 1-800-532-1275. If you live in Polk County, call 243-1193.

Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees and clients without regard to race, color, national origin, sex, religion, age, disability, political belief or veteran status.

If you feel DHS has discriminated against or harassed you, you can send a letter of complaint to:

Iowa Department of Human Services, Administrator, Diversity Program Unit, 1305 E. Walnut, Des Moines IA 50319-0114; phone (800) 972-2017; fax (515) 281-4243.

(Food Assistance only) USDA - Director Office for Civil Rights, Rm 326-W Whitten Bldg, 1400 Independence Ave SW, Washington DC 20250-9410, or call 1-800-795-3272 voice or (202) 720-6382 (TTY).



Certificate of Registration Child Development Home -

is hereby granted to _____ to care for a maximum number of _____ at _____ for the period beginning _____, as provided by Chapter 237A of the Code of Iowa. As provided by 441 Iowa Administrative Code, Chapter 110, the provider has certified in writing compliance with the following requirements for:

The Department of Human Services certifies only that this provider meets guidelines regarding criminal and abuse history.

*Issued by the authority of the Department of Human Services
this _____ day of _____, 2003*

Registration Number

Registration Authority